

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

POLICE CHIEF

Purpose:

To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and operations of the Police Department; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager

Supervision Received and Exercised:

Receives administrative direction from the City Manager.

Exercises direct supervision over sworn and non-sworn staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies; plan and implement Department goals and objectives; recommend and administer policies and procedures.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Plan and supervise the enforcement of traffic and safety regulations and programs of crime prevention and detection.
- Plan and direct police training programs.
- Supervise and participate in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing,

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Police Chief (continued)

equipment, materials and supplies; monitor and approve expenditures; implement midyear adjustments.

- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Coordinate law enforcement activities with those of other departments and outside agencies and organizations; cooperate with State and Federal officers in the apprehension and detention of wanted persons and with other agencies where activities of the Police Department are involved.
- Initiate internal investigations when appropriate and provide corrective action as needed.
- Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees such as City, county and state police conferences and meetings with other public officials.
- Attend civic, professional, service and community group meetings at schools, churches and other places of public gathering; explain the activities and functions of the Police Department; establish favorable public relations.
- Serve as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of increasingly responsible supervisory experience in municipal police work, including three years of administrative responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in police science, public administration, or a related field.

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Police Chief (continued)

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of, or ability to obtain, an A.L.E.O.A.C. Police Officer Certificate.

This position is unclassified, which means the employee or the City Council can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 0280

Salary Range: 167

Compensation Plan: E40 / Executive

FLSA: Exempt